

## **WASHINGTON HISTORIC PRESERVATION COMMISSION**

Regular Scheduled Meeting - Agenda

Tuesday August 6, 2013

7:00 PM

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**I. Opening of the meeting**

**II. Invocation**

**III. Roll call**

**IV. Old Business**

Demolition of 312 Water Street

**V. Major Works, Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by the City of Washington to remove a 40 inch willow tree from the property located at 506 East Main Street. The tree has several large cavities in the limbs which are located above the house on East Main Street. Additionally limbs must be removed from the sycamore tree that is located in front of 702 East Main Street. These limbs are hanging over two houses and may cause damage to the houses.

**B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Dallas Congleton to change out the heating and air conditioning unit on the property located at 210 East Water Street. The new unit will be located in the same spot on the property.
2. A request has been made and approved by staff for a Certificate of Appropriateness to Angie Shiflett to install a sign above the awning on the building located at 141 N. Market Street. The sign is 3 feet by 7 feet.
3. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Fred Roberson to change out the gas pack on the side of the property located at 233 E. 3<sup>rd</sup> Street.
4. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Allen Mobley for a new condenser to replace the existing unit at the same location on the property located at 301 E. 2<sup>nd</sup> Street.
5. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Ford Freeman to replace shingles on the back portion of the house and repair any deteriorated materials in kind on the property located at 247 E. 2<sup>nd</sup> Street.
6. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Jeff Bennett to change out the HVAC system for the property located at 751 W. 2<sup>nd</sup> Street.

7. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Michael Messner to install a tankless water heater at the back of the house located at 428 E. Main Street.
8. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Art Tyndall to change out the HVAC unit on the property located at 110 S. Harvey Street.
9. A request for consideration of a façade grant has been made by Angie Shiflett for \$760 for the painting of the exterior of the building located at 141 N. Market Street. This request has been approved by staff.

**VII. Other Business**

1. Election of New Officers
2. Update on Demolition by Neglect Sub Committee
3. Demolition by Neglect of 210 E. 2<sup>nd</sup> Street
4. Preservation North Carolina Conference, October 2-4, Edenton
5. Secretary of the Interior's *Standards for Rehabilitation*

**VII. Approval of Minutes – July 10, 2013**

**VIII. Adjourn**

**OLD BUSINESS**

**312 Water Street Demolition**

City of Washington  
Washington Historic Preservation Commission

Notice of Intent to Demolish

The undersigned do petition the Historic Preservation Commission for a Certificate of Historic District Appropriateness for the demolition of the structure (s) at 312 Water Street.

Type of structure- single family residence.

The notice of intent to demolish will be received and reviewed by the Historic Preservation Commission at their next regular meeting.

7/31/13  
Date

JR Rodin  
Signed

Historic Preservation Action taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date taken

\_\_\_\_\_  
Authorizing Official

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 312 Water Street

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: William Henry Jr.

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

Demolition of the house at 312 Water Street  
due to neglect.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Jennifer Brennan  
(Name of Applicant - type or print)

City of Washington  
(Mailing Address) (Zip Code)

7/31/13  
(Date) (Daytime Phone Number)

J Brennan  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.)

\_\_\_\_\_  
(Date)

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**

# MAJOR WORKS

## **City of Washington**

**Remove One Tree Located at 506 East  
Main Street and Limbs from Tree Located  
at 702 East Main Street.**

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 506 & 702 E. main st.

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: City of Washington

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

Remove tree located at 506 E Main Street +  
remove limbs off tree at 702 E. Main street.  
Both trees present hazards to historic structures.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Jennifer Brennan  
(Name of Applicant - type or print)  
City of Washington  
(Mailing Address) (Zip Code)  
7/31/13  
(Date) (Daytime Phone Number)  
J. Brennan  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.



# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: The City of Washington has requested the removal of the willow tree that is located in front of 506 East Main Street. Additionally, the City requests the removal of a large limb off the sycamore tree that is located in front of 702 East Main Street due to a large limb hanging over two houses.

***A request has been made by the City of Washington for a Certificate of Appropriateness to remove a tree from in front of 506 East Main Street as well as limbs from a tree located in front of 702 East Main Street.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to *The City of Washington to remove the tree located in front of 506 East Main Street as well as remove several limbs from the tree located in front of 706 East Main Street.* This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 4.0 Streetscape and Site Design.**

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to *The City of Washington to remove the tree located in front of 506 East Main Street as well as remove several limbs from the tree located in front of 706 East Main Street.* This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 4.0 Streetscape and Site Design.** I further move that the Historic Preservation Commission **place the following conditions** on the approval:

Or

I move that the Historic Preservation Commission **deny a Certificate of Appropriateness** to *The City of Washington to remove the tree located in front of 506 East Main Street as well as remove several limbs from the tree located in front of 706 East Main Street.* This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 4.0 Streetscape and Site Design.**

Jim Kea's  
TREE Company  
Forestry & Arboriculture

115 Wellesley Road  
Washington, N. C. 27889  
252.946.8760  
jimannkea@earthlink.net  
July 18, 2013

Mr. John Rodman  
Planning Administrator  
PO Box 1988  
Washington, NC 27889

As requested, I inspected the 40+ inch willow oak tree at 506 E. Main Street today. July 18, 2013. There was a large cavity in the base of the limb over 506 E. Main that could fail without much stress. A small cavity also exists in the more or less vertical limb that provides a point for failure in that limb as well. While I could not see the main crotch due to water sprouts, there is dark drainage on the east side of the trunk that is evidence of a cavity in that area. There was also lifting of the sidewalk that constitutes a trip hazard and also damage to the street. The presence of decay and the amount observable was enough to warrant removing the tree. Given the potential for loss of property and life, I would recommend that the tree be removed in the near future.

Treely,



Jim Kea  
ISA Certified Arborist SO-1687A  
Commercial Pesticide License # 19217  
NC Registered Forester # 921



502 East Main Street









702 East Main Street



### **Adjoining Property Owners: 506 and 702 E. Main Street**

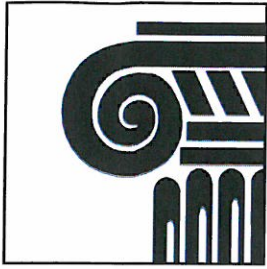
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- Betty Jane Green  
307 E. Main Street  
Washington, NC 27889
- Mark Henley  
506 E. Main Street  
Washington, NC 27889
- Caroline Ransone  
510 E. Main Street  
Washington, NC 27889
- Preston Turner  
514 E. Main Street  
Washington, NC 27889
- D'Angela Willard  
7508 Slatestone Rd.  
Washington, NC 27889
- Robin Potts Trust  
107 S. Reed Dr.  
Washington, NC 27889
- Betsy West  
PO Box 1632  
New Bern, NC 28563
- Timothy Banks  
550 E. Main Street  
Washington, NC 27889
- Alicia Ravenel  
623 E. Main Street  
Washington, NC 27889
- Karen Tripp  
625 E. Main Street  
Washington, NC 27889

- Rita Whitman  
5969 Halle Farm Dr.  
Willoughby, OH 44094
- James Pearyhouse  
517 Blvd. SE  
Atlanta, GA 30312
- Kenneth Tisdale  
704 E. Main Street  
Washington, NC 27889
- Eugene Fellerger  
712 E. Main Street  
Washington, NC 27889
- Lisa Clark  
102 James Court  
Chocowinity, NC 27817
- Hugh Sterling  
718 E. Main Street  
Washington, NC 27889
- William Kenner  
743 W. 2<sup>nd</sup> Street  
Washington, NC 27889
- Sam Carty  
c/o Peggy Farrell  
150 Lowtide Lane  
Bath, NC 27808
- Rachel Smith  
1313 College Place  
Raleigh, NC 27605
- Stephen Laughlin  
1227 Surf Ave.  
Pacific Grove, CA 93950

- Don Crawford  
236 Huntington Ave.  
Suite 318  
Boston, MA 02115
- Justin Ferrari  
604 W. 2<sup>nd</sup> Street  
Washington, NC 27889
- William McNeill  
622 E. Main Street  
Washington, NC 27889
- Sharon Owens  
622 E. Main Street  
Washington, NC 27889
- Ginger Newbold  
612 E. Main Street  
Washington, NC 27889
- Eric Green  
610 E. Main Street  
Washington, NC 27889
- Brant Banks  
7109 Valley Lake Dr.  
Raleigh, NC 27612





# CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

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**Subject:** Certificate of Appropriateness – 506 East Main Street and 702 East Main Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by the City of Washington, your property is located within 100 feet of the above referenced property.

The City of Washington requests to remove the entire willow tree that is located in front of 506 East Main Street as well as remove several large limbs from the sycamore tree that is located in front of 702 East Main Street.

You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

**Date:** Tuesday August 6, 2013

**Place:** City Hall - Municipal building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.

**Time:** 7:00 PM

In the meantime, should you have any questions please feel free to contact me.

Sincerely,

Jennifer Brennan  
Community Development Planner  
252-946-0897  
[jbrennan@washingtonnc.gov](mailto:jbrennan@washingtonnc.gov)

# MINOR WORKS

# MINUTES

**WASHINGTON HISTORIC PRESERVATION COMMISSION**

**Re-scheduled Meeting – Agenda**

**Tuesday, July 2, 2013**

**7:00 pm**

**Members Present**

Picott Harrington      Geraldine McKinley  
Jerry Creech            Seth Shoneman  
Victoria Radar

**Members Absent**

Ed Hodges  
Judi Hickson

**Others Present**

John Rodman, Community & Cultural Services Director  
Jennifer Brennan, Community Development Planner  
Jessica Selby, Administrative Support Specialist

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**I. Opening of the meeting**

The Chairman called the meeting to order.

**II. Invocation**

A moment of silent prayer was taken in memory of Lalla Hodges Sidbury.

**III. Roll Call**

A silent roll call was taken by staff.

**IV. Old Business**

Jennifer Brennan came forward and introduced the new members. She explained that at the next meeting the Commission would elect a chairman.

**V. Major Works, Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by Mr. William Kenner to add a one story 200 SF addition to the rear of the residence with a new metal roof. French doors will be added to the house to provide access to the porch. Additionally, the deck will be extended 8 feet from where it

currently sits. The Foundation of the house will also be jacked up on one end to elevate the left side of the house that has begun to sink. The property is located at 720 East Main Street.

Mr. Kenner, property owner, came forward and was sworn in. He explained his request to the Commission. He stated that he got the house just in time to save it from falling in on itself. Mr. Kenner elaborated on the work that will be done to the inside and the outside of the house. Mr. Kenner stated that all the materials used to build the porch would be wood. He explained that the porch would come out to the edge of the dogwoods located in the rear yard. He stated that he would extend the porch about 8 more feet. He stated that they would not be removing any trees. The Commission discussed the request further and Mr. Kenner asked questions from the Commission.

The Chairman opened the floor. There being none coming forward the floor was closed.

Geraldine McKinley made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Kenner to build a one story addition at the rear of the property with a metal roof, construct a new porch at the rear of the property and change existing windows to French doors at the property located at 720 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings. Her motion was seconded by Victoria Radar. All voted in favor and the motion carried.

2. A request has been made by Mr. and Mrs. Chuck Davis to replace the original windows on the house located at 412 East Main Street. The proposed work calls for replacing the wood windows with new aluminum clad windows.

Mr. and Mrs. Davis came forward and were sworn in. Mr. Davis stated that there is evidence that some of the windows have already been replaced in the past. Mr. Davis elaborated on the poor condition of the windows. Mr. Creech asked if they were proposing to use 6 over 6 windows. Mr. Davis stated that they planned on using the 6 over 6 windows. He explained that they did not want to change the appearance of the windows. Mr. Creech explained that the guidelines require windows to have exterior mutttons that are attached and incorporated into the windows so that the profile is on the outside. Mr. Davis stated that the windows he looked at are profiled but they are on in the inside of the glass. The Commission members discussed some homes within the district with replacement windows that have the exterior mutttons. Mr. Davis talked about the cost estimates he received for different types of replacement windows. Mr. Rodman explained that the mutttons must be permanently affixed to the window. Mr. Davis explained that he wanted to go with the aluminum windows due to the wind rating and the fact that the windows could be made to fit into the originally window openings in the house. Mr. Rodman pointed out a house in the district that has aluminum windows with exterior mutttons. Mr. Davis stated that he was up for any suggestions and

would be happy to use the correct windows. Mr. Rodman presented a sample of the window from the house that he previously mentioned and explained that he believed the window came from Builders First Choice. Mr. Davis asked if there was a chance the Commission could approve the request tonight, if Builders First Choice had the windows. Mr. Davis explained that the problem is that they are moving into the house in a month and need to have the windows done. The Commission discussed the issue further.

The Chairman opened the floor. There being none coming forward the floor was closed.

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. and Mrs. Davis to remove existing wood windows and replace them with aluminum clad windows on the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically 3.0 Changes to Existing Buildings. I further move that the Historic Preservation Commission place the following conditions on the approval: that staff review and approve the style and material of the windows. The motion was seconded by Picott Harrington. All voted in favor and the motion carried.

#### **B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. Betty Jean Green to change out the HVAC system for the property located at 502 East Main Street.
2. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Ashley Futrell to remove the tile floor and plywood and replace in kind.
3. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. Barbara Whitfield to install a new HVAC system for the property located at 527 W. Main Street.

Geraldine McKinley made a motion to approve all the minor works. The motion was seconded by Seth Shoneman. All voted in favor and the motion carried.

#### **VI. Other Business**

1. Update on Demolition by Neglect Sub Committee

Jennifer Brennan came forward and updated the Commission on the Demolition by Neglect issues and the progress the subcommittee has made. She explained the category system the Committee has adopted and how they categorized the homes. Ms. Brennan then presented a power point presentation. She informed the Commission that staff would go before the City Council and present the power point presentation to them at their August meeting. She

explained that the goal is to bring property owners back into conformance before they lose more houses to demolition. Ms. Brennan then went through and talked about some of the specific homes the Committee included. She continued with the power point presentation. She stated that she would continue to update the Commission on the Demolition by Neglect issue.

**VII. Approval of Minutes – June 4, 2013**

Geraldine McKinley made a motion to approve the minutes. Victoria Radar seconded the motion. All voted in favor.

**VIII. Adjourn**

There being no further business Seth Shoneman moved to adjourn. Picott Harrington seconded the motion. All voted in favor and the meeting was adjourned.